



## Westlands Water District

3130 N. Fresno Street, P.O. Box 6056, Fresno, California 93703-6056, (559) 224-1523, FAX (559) 241-6277

Since 1952, supplying agricultural water to farmers on the west side of the San Joaquin Valley.

*It is the mission of Westlands Water District to provide a timely, reliable and affordable water supply to its landowners and water users, and to provide drainage service to those lands that need it. To this end, Westlands is committed to the preservation of its federal contract, which includes water and drainage service, and to the acquisition of additional water necessary to meet the needs of its landowners.*

### NOTICE OF JOB OPENING MAINTENANCE PLANNER

**Applications Accepted August 7, 2017 through August 25, 2017**

**Monthly Salary Range:** \$4,131-\$5,021

**Web Address:** [wwd.ca.gov](http://wwd.ca.gov)

#### MINIMUM QUALIFICATIONS

**Education:** Possession of a bachelor's degree that is acceptable within the United States' accredited college or university system in Construction Management, Urban or Regional Planning, Engineering, or a closely related field; **OR**

**Experience:** Five (5) years of experience performing construction and/or maintenance work in a water distribution system which involves computerized work and reading maps, drawings, and plans.

**Standard Requirement:** Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required. Ability to lift up to 30 lbs. and climb stationary ladders.

**Job Description:** The Maintenance Planner schedules the construction, maintenance, and repair work of civil, electrical, and mechanical facilities, and secures, coordinates, directs, and organizes equipment, materials, and services to accomplish such work.

The duties of the Maintenance Planner position include, but are not limited to, developing, maintaining, and analyzing daily equipment and labor requirements for the division, and preparing daily and weekly work and equipment usage schedules; calculating pipelines volumes for purpose of dewatering facilities; maintaining daily records and prepares periodic or special reports; maintaining the computerized work order system; developing historical records of repetitive maintenance work to standardize material needed and labor-hour requirements, developing and maintaining time-slotting standards for maintenance work, and developing equipment usage files; coordinating, interpreting, and preparing Underground Service Alert (USA) notification and/or administration; preparing sketches to locate existing underground pipeline or proposed projects for District employees to place location markers.

#### HOW TO APPLY

Submit Westlands Water District Employment Application **and** your responses to the Supplemental Application no later than Friday, August 25, 2017 by mail to P.O. Box 6056, Fresno, CA 93703 or in person between 8:00 a.m. to 5:00 p.m., Monday through Friday. Resumes may be included with application materials; however, will not be accepted in lieu of completed application materials. Application materials can be obtained online at [wwd.ca.gov](http://wwd.ca.gov) or picked up from the Fresno Office.

***Emailed and faxed application materials OR post marks will not be accepted.***

## SELECTION PROCESS

Required Application Materials: Westlands Water District Employment Application **and** your responses to the Supplemental Application must be submitted no later than the final filing date in order to be considered for the recruitment.

Applicants meeting the minimum qualifications and filing requirements may be scheduled for a written examination followed by an oral panel interview.

***Should you feel you need special accommodations for the written examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (559) 241-6236 immediately.***

Verification of Employment: The District conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditioned upon legal ability to work in the United States; passing a medical examination, which will include a drug screening; and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements. As part of the selection process you are required to complete and submit the Candidate Conviction History Questionnaire which will be provided to you during the recruitment process.

Questions: Contact the Human Resources Department at (559) 241-6236.

## BENEFIT PACKAGE

- Retirement Benefits: Benefits are provided through CalPERS - 2% at 62 Plan (effective 01/01/13). Unused medical leave can be converted up to six months of service credit upon service retirement.
- Health Benefits: Six (6) medical benefit plans offered through CalPERS. The District participates in an HRA Plan and contribute a maximum of \$382 towards the premium for the employee and the employee's eligible family members (if applicable).
- Dental Insurance: The District contributes 100% of the premium for the employee and the employee's eligible family members.
- Vision Insurance: The District contributes 100% of the premium for the employee; the District and the employee share the premium for the employee's eligible family members.
- Life Insurance: The District contributes 100% of the premium for life insurance and AD&D in the amount of one times the employee's annual salary.
- Holidays: Employees receive eleven (11) paid holidays.
- Vacation and Medical Leave: Vacation leave is accrued at the rate of 12 days/year, increasing to 16 days/year after 5 years of service, and 20 days/year after 10 years of service. Medical leave accrual rates vary by bargaining unit from 10 to 12 days/year.
- Disability Insurance: The District covers 100% of the premium for the employee.
- Employee Assistance Program: Available to employees and their household members.
- Optional District Benefits include:
  - Additional Life Insurance
  - Section 125, Flexible Spending Plan
  - Eligibility to join District's sponsored credit unions: Golden One Credit Union, Noble Credit Union or State Center Credit Union

**NOTE: You should be aware that the District does not participate in Social Security or State Disability Insurance. This may affect Social Security benefits you have already earned upon retirement.**

Westlands Water District is an Equal Opportunity/ADA Employer